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ABSTRACT

The Georgia Department of Education has developed submittal requirements for planning and construction of educational facilities that cover such areas as project funding sources, copies required, and format; site plan; floor plans; elevations and sections; and heating, air conditioning, and ventilation requirements. Requirements also focus on special areas within the school building such as media centers, kitchens, art, music, and vocational education; and what is to be included in graphical presentations on plans. (GR)

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ED 460 590

SUBMITTAL REQUIREMENTS

FOR REVIEW OF PLANNING, BIDDING

AND CONSTRUCTION DOCUMENTS

FOR

GEORGIA PUBLIC SCHOOLS

GEORGIA DEPARTMENT OF EDUCATION
FACILITIES SERVICES UNIT
November 1996

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EF 005 298

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

I. GENERAL REQUIREMENTS:

A. STAGES (Data sheet as attached must be executed and enclosed with submittal of each stage.)

Rules of the State Board of Education require that documents for planning and construction of facilities in which students are to be housed be submitted to the Facilities Services Section of the State Department of Education for review and/or approval in the following three stages:

1. Preliminary Plans with large scale layout drawings.
2. "Check Set" Plans and Project Manual.
3. Final Plans and Project Manual.

B. EXCEPTIONS to the SUBMITTAL STAGES

The exceptions to the above are listed as follows:

1. Emergency modifications for roof replacement or repairs.
2. Emergency modification for HVAC replacement or repairs.
3. Project in which only renovations of existing spaces are involved.

(These type project plans may be submitted for one (1) Final state review and in case of no applicable comments, be given final approval. If there are pertinent comments by Facilities Section, these comments will be furnished to the design professional for incorporation into final documents or modification by addenda.)

II. PRELIMINARY PLANS: (Data sheet must be attached)

A. PROJECT FUNDING SOURCES

The following instructions shall be used in the preparation of preliminary plans for submission to the Facilities Section. These instructions apply to plans prepared for:

1. State Capital Outlay funded projects.
2. Local Effort projects.
3. Federal Aided projects.
4. Any combination of these funding sources.

B. COPIES REQUIRED AND FORMAT

Preliminary/Large Scale plans shall be submitted in one bound set, plus loose unbound drawings for each of the following:

1. Group I: When Food Service elements are new or in any way modified.
   a. Site Plan.
   b. Overall Floor Plan.
   c. 1/8 Scale (or larger if desired/necessary) Layout of Kitchen and Dining.
2. Group II: When Media Center is new or in any way modified:
   a. Site Plan.
   b. Overall Floor Plan.
   c. 1/8 Scale (or larger if desired/necessary) Layout of Media Center.
3. Group III: When Vocational Education Units are a part of new or modified documents:
   a. Site Plan.
   b. Overall Floor Plan
   c. One (1) copy each of 1/8 Scale (or larger if desired/necessary) Layouts of Vocational Facilities new or modified.

C. SITE PLAN - at appropriate scale, show the following:

1. All site boundary lines (This may be small scale diagram.)
2. North arrow.
3. Acreage of site.
4. Contours, both existing and proposed, to satisfy scope of project. Spot grades may be substituted for small minor additions. Show floor elevation for all buildings connected by walks or otherwise.
5. Existing utilities and necessary extensions: (Water, gas, power, sewage, etc.). Indicate approximate location of existing and/or proposed septic tanks, grease traps, and nitrification fields, if applicable.

6. Existing buildings and site improvements to be retained or demolished. Note type of construction (solid masonry, brick-veneer, frame, etc.) of existing building to be retained. If State Capital Outlay funded, number of buildings as per Capital Outlay Application.

7. Location of proposed buildings and anticipated future expansion, if any.

8. Existing and proposed streets, roads, drives, parking areas, and playgrounds. Show drives and parking for buses where applicable.

9. Street address or location of site with respect to established road or highway.

10. Sewage Disposal System.

    a. Where new disposal systems are required, provide the following information:

        (1) Percolation Data.

            (a) Location of test holes and tabulation data.

            (b) Date test made.

        (2) Maximum height for ground water table.

    b. If a private disposal system is to be used, whether new or existing, provide the following information. (Note: If existing system is to be used for kitchen toilets only, furnish answer to item #5 only.)

        (1) Septic Tank.

            (a) Working capacity.

            (b) Method of dosing.

        (2) Grease trap - working capacity.

        (3) Tile Field.

            (a) Number of runs.

            (b) Length per run.

        (4) Additional expected load.

        (5) Has the system given trouble? If so, explain.

D. FLOOR PLANS

1. 1/16 scale floor plans. NOTE NAME AND **SQUARE FOOTAGE OF EACH** SPACE, AND OVERALL BUILDING DIMENSIONS. If entire overall plan can be shown at a larger scale, this is acceptable. Smaller scales may be approved by Facilities Section upon request. Show grade assignments for all classrooms.

2. If the project is an addition to an existing school, detailed plan of the entire school shall not be required, provided the following information is provided:

   a. A block plan of all levels of the entire school at appropriate scale showing relationship to addition, location of main corridors, battery toilets, food service areas, media center, administrative area, exits in existing areas to be used in connection with additions, and central mechanical plants or rooms, if any. All spaces must be labeled.

   b. A chart or table showing the number and type of each plumbing fixture in each of the toilet rooms indicated and number of drinking fountains in each existing location.

   c. All pertinent information concerning sewage , water, gas and electrical to existing areas.

   d. Demonstrate that existing food service kitchen and dining areas, media center (shelving and space requirements), etc. are adequate according to published guides for the potential total average full-time equivalent students (FTE) when adding classrooms/instructional spaces only. (See chart with SQUARE FOOTAGE REQUIREMENTS.)

E. ELEVATIONS AND SECTIONS

1. Show at least two major elevations at 1/16 scale, or larger, if desired.

2. Show 1/8 scale cross section through typical classroom wing. Indicate method of sun control, natural and artificial lighting.

3. Show 3/4 scale typical exterior wall section. Indicate structural system, materials, dimensions of window stool and head heights, components of the proposed heating, cooling and ventilation system where applicable, etc.

F. **LARGE-SCALE (TO INCLUDE SPECIAL AREAS EQUIPPED AS REQUIRED BY PUBLISHED GUIDELINES)**

1. LAYOUT SUBMITTALS

As part of Preliminary Document Submittal, include 1/8" = 1'-0" (or larger, if desired) scale plans showing the layout of equipment for all special areas applicable to the project and as listed below. All of the 1/8 scale plans for special areas should be in the bound sets. In addition to these bound sets, certain 1/8 scale drawings should be furnished in loose form in accordance with paragraph II-B of this publication. These are applicable only to FOOD SERVICE, MEDIA CENTERS AND VOCATIONAL FACILITIES.

2. "Special Areas" means individual spaces within the school building such as:

a. Primary classroom.

b. Elementary classroom.

c. High School classroom.

d. Media Center - Library.

e. Kitchen - Food Service (Includes seating arrangement in dining area).

f. Science laboratories or science rooms.

g. Homemaking.

h. Business Education - - VOT, etc.

i. Art.

j. Industrial Arts and/or Exploratory Technology.

k. Vocational Agriculture.

l. Vocational Clusters (See list on data sheet).

m. Music, Band and Choral.

n. Administration area.

o. Toilets.

3. Graphical representation on 1/8 scale plans shall include:

   a. Layout and designation for related areas.

   b. Location of all windows, skylights, and exits.

   c. Location of all fixed and movable equipment. (Indicate in contract or NIC).

   d. Location and designation of all shelving, storage cabinets, counters, sinks, bulletin boards, tackboards, chalkboards, etc.

   e. Location of electrical outlets (special outlets involving cabinetry only).

   f. Location of any items specified at local level.

   g. Food service area shall show and designate every item of equipment proposed for use, with designation as to whether new or used, whether in contract or NIC, in accordance with published guide.

   h. Media center layouts will indicate height of all shelving and identity of each item of furnishing in accordance with published guide.

   i. The net area of each component of the suite or other space.

G. **Notations - Note the following items on all drawings:**

   a. Name of school*

   b. Name of system*

   c. Name of architect*

   d. FTE (Total Average Full-Time Equivalent Students)**

   e. Capital Outlay project number, Federal project, or Local Effort.**

   f. General inside dimensions of spaces, i.e. 6' x 10'

   g. Any peculiarities specified at local level.

h. Total square footage in project computed by the following formula:

Floor area of all new construction in project, including outside walls, at full value, and all covered by not enclosed areas at one-half full value.

i. Total number of Instructional Units in project, should be on project data sheet accompanying submittal and on top sheet of both sets of final drawings.

*This shall be on the title block of every sheet of "check set" and final drawings.

**This should be on cover sheet and data sheet where applicable for all stages of submittal.

H. HEATING, VENTILATING, AIR-CONDITIONING REQUIREMENT

Provide a narrative description of the HVAC system. This should be a brief outline of the following:

a. If air-handling units are to be single zone, state (1) number of classrooms served by each unit, (2) type of equipment (e.g., packaged, split, closed-loop heat pump, through-wall), (3) where installed (e.g., wall-hung, roof), (4) heating and cooling fuel source, and (5) whether self-contained or served by boilers or chillers.

b. If central or zoned equipment is to be used, state (1) methodology of space temperature control (e.g., variable volume, multi-zone, reheat), (2) whether self-contained or served by boilers or chillers, (3) heating and cooling fuel source, and (4) how areas such as administration, auditoriums, etc. may be occupied during non-school hours without operating the central plant.

Provide on bottom of data sheet attached.

III. PLANS AND PROJECT MANUAL - "CHECK SET" (Data sheet must be enclosed).

A. PROJECT FUNDING SOURCES:

The following instructions shall be used in the submission of plans and project manual to the Facilities Section. These instructions apply to the following:

1. State Capital Outlay funded projects.

2. Federal funded projects (Public Law 100-297, Chapter 1).

3. Local Effort projects.

4. Any combination of three funding sources.

B. **CHECK SET PLANS AND PROJECT MANUAL**

1. Prior to final approval: Submit one set of complete plans and project manual for each improvement or project, including Civil, Architectural, Structural, Plumbing, Heating and Electrical work, along with a copy of any previous comments with response (this shall include Food Service, Media, Vocational and Department of Human Resources (DHR) Engineer's), for a review by this office and the engineers of the State Department of Human Resources.

2. Completeness: This set of documents shall be complete and essentially ready for bidding, coordinated with specifications/project manual and the drawings with one another before submitting to the Facilities Section.

IV. FINAL APPROVAL

A. COPIES REQUIRED (Data sheet must be attached.)

For final approval of projects, submit two sets of plans and project manual/specifications along with a copy of any previous comments with response, if any.

B. PROFESSIONAL CERTIFICATION

All drawings submitted for final approval must bear the architect of record's stamp and signature. All of the engineering drawings of each discipline must bear the P.E. stamp of the consultant engineer for that discipline and his signature. The architect and each consultant must stamp the cover of the project manual and sign. These stamp must be clearly legible on each drawing to be acceptable for final approval.

Date of drawings and project manual must be the same.

C. FIRE MARSHALL CERTIFICATION

On the top sheet of both of the two sets of final plans it will be necessary for the architect to make the following certification:

1. "This is a true copy of plans submitted to and approved by the State Fire Marshal Construction Permit No. _____, dated _____.

(Signed) _____"
Architect

OR

2. "The Local Fire Official having jurisdiction has reviewed and approved a set of documents identical to this set of documents on _____.
Date

A Construction Permit will be issued to the Contractor at the start of construction.

(Signed) _____"
Architect

3. "The Fire Official having jurisdiction has waived review of this project on _____.
Date

(Signed) _____"
Architect

4. Option: If the State Fire Marshal or Local Fire Marshal has stamped, signed and dated his approval on the top sheet of both sets of project drawings, then no further certification is necessary.

D. AREA CERTIFICATION

It is the responsibility of the architect to verify his computations and certify to this office in writing the actual square footage in each improvement. Area in final plans must not be less than that certified by the architect and approved by the School Facilities Section, except as modified by approved alternate addenda or change order. **The total square footage and number of I.U.s for the projects shall be shown on the project coversheet.**

E. ANNOTATED COMMENTS

In order to expedite subsequent approvals, **a copy of previous comments**, including Food Service, Media, Vocational Education and DHR Engineer's **with response must be returned** with revised plans and project manual of next submittal.

F. FEDERAL FUNDING

For final approval of Federal Projects, the same as above, except that four sets of plans and specifications are required.

V. ADDENDA AND CHANGE ORDERS

A. POST APPROVAL PROCEDURE

1. The following procedure shall be followed in processing addenda which alter approved plans and project manual:

a. Submit two (2) copies of each addendum to Facilities Section for processing.

b. Review of Pre-Bid Addenda by Facilities Section must be complete before bid opening.

2. Post-Bid Addenda issued after the bid opening must be approved by Facilities Section-DOE before the contract between owner and general contractor may be signed.

a. When major changes are to be accomplished by a Post-Bid Addendum, a conference must be scheduled with the Facilities Section for the drafting of such addenda.*

3. All Change Orders and Addenda shall be processed by the Facilities Section in accordance with the following procedure:

a. Submit one (1) copy of each Change Order to the Facilities Section for approval.

b. Post-Bid Addenda and all Change Orders will be reviewed by DOE Architect/Engineer, DHR Engineer when applicable, for technical matters of design and by Grants Administration* of the Facilities Section for financial review.

VI. SUBMITTAL LETTERS

ALL SUBMITTALS OF ANY STAGE SHOULD BE ACCOMPANIED BY SOME SORT OF TRANSMITTAL LETTER.

END OF SUBMITTAL REQUIREMENTS

***For State Capital Outlay Projects only.**

PROJECT DATA SHEET

System _____ Date _____

Project Name_____

Project Funding State_____ Local Federal
(Number) Site Utilities
Site Boundary

Full-Time Equivalent Students (FTE) _____ Site Acreage _____

Stage Preliminary & Large Scale Check-Set Final

Prev. Annotated Comments Food Service Media Voc. Ed. DHR

Resubmittal: First Second Third

Loose Sheets (When applicable):
(One copy each only - with original - two if re-submittal)

Food Service

1/8 Scale layout Kitchen & Dining
Overall Floor Plan (usually 1/16 scale)
Site Plan

Media Center

1/8 Scale layout
Overall Floor Plan (usually 1/16 scale)
Site Plan

Vocational Education

Site Plan
Overall Floor Plan (usually 1/16 scale)
1/8 Scale layout for each type of lab shown below

Specialty units for Vocational Education included in these documents are as follows: (check or write in)

REGULAR UNITS

Agriculture
Business (Inc. VOT)
DE-DPT
Home Economics
Industrial Arts
Exploratory Technology
_____
_____

TRADE CLUSTERS

Auto Body/Fender Repair
Child Care
Clothing and Textile
Construction
Cosmetology
Drafting and Design
Electronics
Electro-Mechanical
Food Service

TRADE CLUSTERS (CONT.)

Graphic Arts
Health Occupations
Metals
Office Machine Repair
Ornamental Horticulture
Transportation
Principles of Technology
_____
_____

HVAC Narrative:

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